

**Shakti Foundation For Disadvantaged Women
Employee Final Settlement**

Reference: Shakti/ Finance /Treasury/EFS/2025/441

Date:28-09-2025

Employee Information

Employee Name:	Zuma Akter	Separation Effective Date:	16/Dec/24
Employee ID:	10011	Length of Service:	7 years 10 Months 17 Days
Post Name:	Senior Microfinance Officer	Salary paid up to:	31-Oct-24
Branch / Department:	Alambag-Jurain Dhaka	Separation Type:	Resignation
Branch / Department Code	60010098	Notice Period:	01 Month
Employment Type:	Permanent	Notice Period Completed:	0 Months 12 Days
Date of joining:	29-Jan-2017	Annual Leave Encashment Balance	0 Days
Date of Confirmation:	1-Aug-2017	Leave without Pay (Days)	122 Days (4 months)
Resignation Submission Date	4-Dec-2024	Contact Number	01616800623
Last Working Day	15-Dec-2024	Email ID :	-

Salary Information	Amount	Day's	Amount
Gross	26,903	15	13,018
A.Total salary Dues			13,018

Gratuity Information	Basic	Year	No. of Gratuity	Amount
Gratuity	10,762	8	1	86,096
B.Total Gratuity Dues				86,096

Additional Payment	Amount
Leave Encashment	-
TA & DA / Field trips	968
DSA	-
Motor Cycle Allowance	-
Ancholik Allowance	-
Shurakkha Bhata	581
Due Distance Allowance	-
Security Deposit	4,000
Security Deposit Interest	446
Over Time (March & April,2025)	-
C.Total Additional Payment	5,995

Deductions	Amount (S)
Financial Misappropriation	-
Allowance paid in September (Shurukkhha Allowance)	1,200
Allowance paid in September (Field trips)	2,000
Mobile Phone Subsidy	-
Security Deposit	-
Security Deposit Interest	-
One Month Salary	26,903
Abashon Rent	-
Income Tax	-
D.Total Deduction	30,103
E.Total Payable / Receivable (A+B+C-D)	75,006

Provident Fund

Particular (S)	Amount (S)	Particular (S)	Amount (S)
Employees Contribution	55,682	PF Loan (Principal)	-
Organization Contribution	55,682	PF Loan (Interest)	-
Profit on Employees Contribution	14,653		-
Profit on Organization Contribution	14,652		-
Total	140,669	Total PF Payable	-

Total Salary & Others (E)	75,006
Total Provident Fund	140,669
Total End of Service Benefit	215,675
Two Lac Fifteen Thousand Six Hundred Seventy Five Taka Only.	

**Process and Calculation
Is Audited based on
supporting documents**

Prepared By	28.09.25	Checked By	29.09.25	Reviewed By	28/9/25	Approved By	28/9/25
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Employee Acknowledgement		Receiver's Name:	
BDT 215,675	<input type="checkbox"/> Received From/ <input type="checkbox"/> Paid To Shakti Foundation	Signature & Date:	
In Words: Two Lac Fifteen Thousand Six Hundred Seventy Five Taka Only.			

checked by
ABW

Employee Personal Bank Account Informaton

Required Information

01. Employee EIN :

10011

02. Account Holder Name:

ZUMA AKTER

03. Bank Account No:

4044-706354-308

04. Bank Name:

AB BANK

05. Bank Branch Name:

Jatra Baru

06. Employee Mobile No:

01616800623

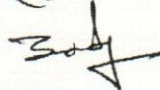
Zuma Akter 28.12.24

07. Employee Name & Signature:

Verified By Supervisor's

Name (BM): MD. MONIRUJJAMAN

EIN: 16020

Signature: 

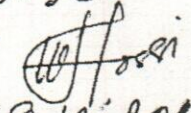
Date: 08.12.24

Md. Monirujjaman
Branch Manager (EIN-16020)
Shakti Foundation

Verified By Supervisor's

Name (AS): Md. Mufazzal Hossain

EIN: 00580

Signature: 

Date: 28.12.2024

Md. Mufazzal Hossain (EIN-00580)
Area Supervisor
Shakti Foundation